



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION UNIT
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
WEST POINT, NEW YORK 10996-1197

REPLY TO
ATTENTION OF:

MCUD-WTU

5 January 2011

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York
10996

SUBJECT: Policy Memorandum # 8, Leave and Pass Policy

1. **Reference:** AR 600-8-10, Leaves and Passes.
2. **Purpose:** To provide clear guidance regarding leave and pass procedures, assure compliance with AR 600-8-10 and enhance the safety and accountability of Soldiers within the unit.
3. **Applicability:** This policy applies to all Soldiers assigned or attached to this unit.
4. **Commander's Intent:**

a. Leaves and passes are privileges that must be approved by the Company Commander. At the same time, Soldiers work hard for and earn their leave. Therefore, leaders must execute equitable and consistent programs in their units to ensure our Soldiers get the time off they deserve, while meeting mission and regulatory requirements.

b. Safety is a major concern in this area. To this end, commanders will ensure that there is a safe travel plan in place before members of their units are approved to depart on leave or pass. The Soldier's supervisory chain is responsible for making sure that this plan is in place. Approval of leave and/or pass will in part be conditional on having an agreed upon, a Travel Risk Planning System (TRiPs) assessment available at the Combat Readiness and Safety Center Website <https://crc.army.mil/DrivingPOV/default.asp?iChannel=27&nChannel=DrivingPOV>. I want to ensure that individuals are not trying to stretch the limits of what is reasonable – by planning to drive too far without proper rest, by operating an unsafe vehicle or by doing anything else that may result in them getting into an accident.

5. Leaves:

- a. Leave will be administered in accordance with AR 600-8-10 and this Policy Letter. The DA Form 31, Request and Authority for Leave, will be used to request and approve authorized leave. All leave requests submitted for approval must be turned in 14 days prior to the start date. There is an automatic exemption to the 14 day prior policy for Soldiers requesting Transition and Permanent Change of Station Leaves, but any of these leave requests in excess of 29 days must still be submitted at least 5 working days prior at a minimum to allow for administrative processing and approval. **Ordinary leave requests for over 14 days will not be approved for any Soldiers assigned or attached to this command.**
- b. Approving authority for leave requests in excess of 29 days is the Hospital Commander.

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c. When submitting leave requests, the following documents/items are required to accompany the DA Form 31, most recent LES, DA Form 4856, Leave Counseling Statement, and Soldiers Pledge. If driving to your leave location, a TRiPs, Travel Risk Planning System assessment must be prepared in accordance with paragraph (b) above, and a privately owned vehicle inspection. If traveling by bus/train, an itinerary of your travel plans must accompany your leave request. DO NOT make flight arrangements prior to receiving a signed DA 31.

d. Leave Outside the United States. DOD policy states that if you desire leave or travel outside the United States, you must obtain clearance and prior approval. Soldiers requesting travel outside the US and its territories or possessions (further referred to as an overseas area) must attend Anti-Terrorism/Force Protection (AT/FP) Level 1 Awareness Training prior to departure from their current duty station and provide proof that he/she has attended the training as an attachment to the DA Form 31. When possible, the preferred method of signature of requestor is digitally using the Soldiers CAC card. **Requests for OCONUS leaves will be submitted 45 days in advance.**

e. Soldiers who are recommended to receive Convalescent Leave will secure the documentation for this leave from their physician, attach it to a completed DA Form 31, and follow the same procedures as Ordinary Leave. Requests for convalescent leave will be submitted **PRIOR** to the actual start date.

f. Requests for emergency leave will be approved by the Company Commander or Acting Commander in accordance with Chapter 6, AR 600-8-10. Emergency leave is exempt from the 14-day requirement in paragraph 5a.

6. Passes – Regular and Special (IAW AR 600-8-10):

a. Regular Pass – Is a short, authorized absence from post or place of duty during normal off-duty periods (including official holidays). A Soldier remains in an available-for-duty-status during normal off-duty hours unless absence is authorized. A pass is required for any overnight absence from a Soldier's normal place of domicile.

b. Special Pass – Authorized absence that can be either 3 or 4 days as follows:

(1) 3-Day Pass – Is normally approximately 64 hours in length, usually beginning at the end of normal duty on a workday and ending three days later (for example, end of normal duty hours on Monday until first formation on Thursday). A 3-day pass must include at least one duty day.

(2) 4-Day Pass – Is usually about 88 hours in length and must include at least two consecutive non-duty days (for example, from end of normal duty hours Thursday until first formation/start of duty Monday).

c. Passes will not be granted in succession. For example, a 3-day special pass may not begin during or immediately following a regular pass. As in leaves, Soldiers requesting passes must do so 14 working days in advance. Passes will not be granted in conjunction with leave.

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7. Soldiers desiring to travel more than 250 miles one way, during periods when they are off duty, must be on an approved mileage pass and have a travel plan per paragraph 9 below. Requests turned in late may be disapproved.

8. Supervisors will monitor leave days of Soldiers to ensure that no one loses leave days at the end of the fiscal year. The maximum opportunity will be afforded for all Soldiers to take leave to minimize loss and payment of leave not taken. A caution to Soldiers who do not take leave, that they may lose leave at the end of the fiscal year. Also, Soldiers who maintain a 75 day balance and wait late in the fiscal year to take leave, that they risk the loss over 75 days if the operational situation requires their presence. Each Soldier is responsible for projecting his/her leave throughout the year so as not to conflict with mission requirements and to prevent accumulation of excess leave at the end of the fiscal year.

9. Mileage limits and requirements for passes and leaves are as follows:

a. Up to 250 miles. A privately owned vehicle inspection along with the required documents listed in paragraph 5 (c) above. The first line supervisor will sign the request to verify that the Soldier has a safe travel plan in place. The first line supervisor will also give a comprehensive pre-departure safety brief not later than the last duty day prior to the start of the leave/pass.

b. 250 + miles. In addition to the requirements of the above paragraph, the Soldier will see the 1SG and/or company commander. Soldiers are not encouraged to travel over 250 miles on a pass; these requests will be approved on a case-by-case basis.

10. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the Soldier regularly commutes to duty) at the beginning and ending of leave and/or pass. Failure to comply with this requirement will result in UCMJ action. The Squad Leader will periodically call back the Soldier to ensure compliance.

11. When going on leave or pass, Soldiers in the rank of Staff Sergeant and below will physically sign in and out at WTU Bldg 626. All others can sign in and out telephonically. Soldiers with "Duty at home" in any rank are authorized to sign out telephonically. All Soldiers are REQUIRED to sign out on leave as their will not be an assumption that you are on leave and may be charged absent without leave (AWOL). Soldiers with an approved DA 31 are responsible for complying with the instructions on the reverse side of copy 2. Cadre regardless of rank are authorized to telephonically sign out on leave.

12. Requests for extension of leave will be granted only under emergency circumstances and will only be approved by the Commander. Soldiers requesting leave extensions must notify their supervisors or the commander at least 2 days prior to the expiration of the leave, if possible. Return to duty by the original leave end date is required if the extension is disapproved.

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13. This policy supersedes all previous policies on this subject.
14. Point of contact this policy is the undersigned (845) 938-0264.



SCOTT M. SMILEY
CPT, IN
Commanding

Distribution:
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